The City of Santa Clara

Architectural Review Process Outline

INTENT AND PURPOSE

The Architecture Review Process aims to encourage a harmonious appearance among structures and properties within the City of Santa Clara. The process seeks to maintain public health, safety and welfare, and property values and encourage physical development that is consistent with the City's General Plan.

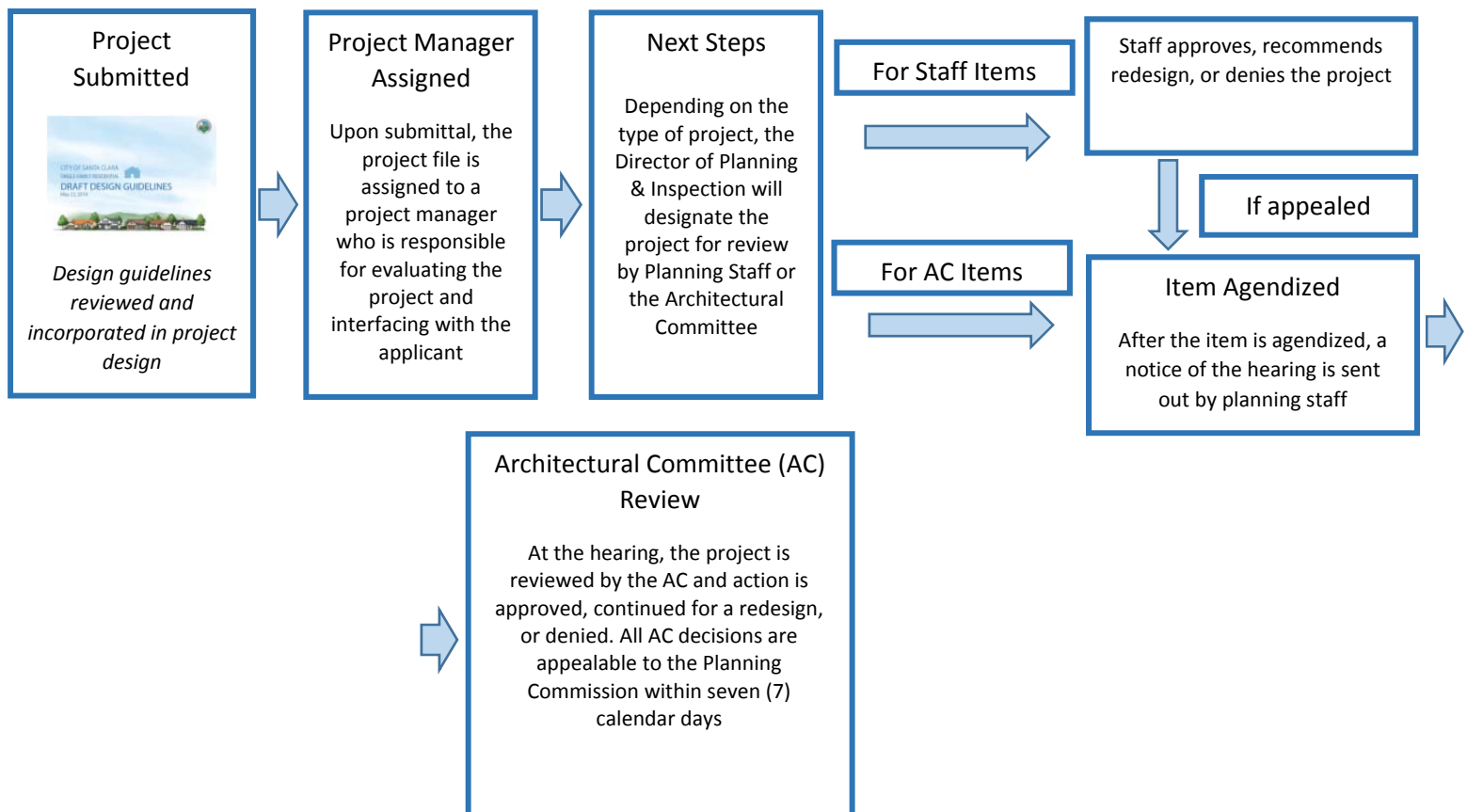## REQUIREMENTS FOR SUBMITTING FOR ARCHITECTURAL REVIEW INCLUDES

The following items are required when applying for review under the Architectural Review Process:

- Property owner signed and completed planning application
- All required fees paid
- Four (4) sets of plans including but not limited to site plans, floor plans, and elevations
- Other additional information if requested

For additional information or materials, please contact the Planning Division at (408) 615-2450.

REVIEW PROCESS

The process for Architectural Review is below:

Project Submitted

Design guidelines reviewed and incorporated in project design

Project Manager Assigned

Upon submittal, the project file is assigned to a project manager who is responsible for evaluating the project and interfacing with the applicant

Next Steps

Depending on the type of project, the Director of Planning & Inspection will designate the project for review by Planning Staff or the Architectural Committee

For Staff Items

Staff approves, recommends redesign, or denies the project

If appealed

For AC Items

Item Agendized

After the item is agendized, a notice of the hearing is sent out by planning staff

Architectural Committee (AC) Review

At the hearing, the project is reviewed by the AC and action is approved, continued for a redesign, or denied. All AC decisions are appealable to the Planning Commission within seven (7) calendar days

City of Santa Clara Planning Division – 1500 Warburton Ave. – (408) 615-2450
Planning Division Staff are available 8am-noon and 1pm-5pm, Monday-Friday.
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How ARE SINGLE-FAMILY DESIGN GUIDELINES HELPFUL TO THE DESIGN PROCESS?

The Single-Family Residential Design Guidelines:

- Offer design techniques with the intent of improving aesthetics and design quality within the City's residential neighborhoods
- Represent policies of the General Plan and are written for use by property owners, residents, architects and building professionals, and City Staff
- Define a range of appropriate responses to design challenges and apply to projects such as alterations to existing structures, additions, new construction, and site work

How TO USE THE DESIGN GUIDELINES

The design Guidelines are best utilized when reviewed prior to the start of the design phase of a project as the guidelines offer best practices which clearly indicate positive and negative examples. Encouraged design practices are highlighted throughout the document which applicants are encouraged to use when designing their project. Applicants should avoid designs that are clearly indicated as negative and are discouraged by the City and the AC.

The design guidelines are organized by chapters focusing on:

- Neighborhood Compatibility
- Architectural Details
- Site Planning and Architectural Design
- Energy Efficiency

Depending on the scope of the project, applicants will refer to specific chapters and sections to find guidelines most applicable to their intended project. However, it is recommended that applicants review the design guidelines in its entirety in order to gain a complete understanding of good design practices.

Questions? We are here to help!

Contact a Planner at the City of Santa Clara Planning Division:

408-615-2450

Via e-mail:
planning@santaclaraca.gov

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